



Title: Assignment of Town Owned Vehicles to Employees

Resolution Number: 09-478

Policy Number: 051

Date Approved: December 1, 2009

PURPOSE:

To provide for the control of vehicles assigned to employees.

AUTHORITY:

- Management Discretion

PROCEDURE:

1. It is recognized that certain Town employees may require the use of a Town owned vehicle in order to carry out the normal duties of their positions and, in particular, where such duties require that the employees be available outside of normal working hours on a regular basis.
2. Where employees have been assigned vehicles under this policy, the following will apply:
 - a) The employee will be required to complete a daily travel log which will indicate the following:
 - i) Unit number
 - ii) Employee to whom the vehicle was assigned.
 - iii) Business kilometres driven
 - iv) Personal kilometres driven
 - b) The completed travel logs will be submitted on a monthly basis to the Senior Accountant/Office Manager.
 - c) Personal kilometres will be considered as a taxable benefit in accordance with The Income Tax Act and Revenue Canada Taxation regulations where the vehicle assigned fits within the definition of an automobile.

REVISION HISTORY:

Revision:	Resolution:	Change Made:	Date: